



**Request for Statements of Qualification  
Gardnerville Station  
(Eagle Gas Station Redevelopment Project)  
1395 Highway 395 N  
Gardnerville, NV**



**Issued: Monday, January 12, 2015  
Site Tour: Friday, January 30, 2015 at 10:00 a.m.  
Submittal Deadline: 5:00 p.m. on Friday, February 13, 2015**



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## **I. Overview**

The Town of Gardnerville is requesting statements of qualification and interest from planning and design firms to prepare building renovation and site improvement plans for the Gardnerville Station (former Eagle Gas Station) at 1395 Highway 395 N (APN # 1320-33-402-075).

## **II. Background**

The Town of Gardnerville acquired the former Eagle Gas Station from Douglas County in June 2013. The gas station was originally constructed in 1961 as a Shell Oil Gas Station with two (2) maintenance bays and typified the ranch style character of Shell Oil Gas Stations built in the late 1950's and 1960's.

The parcel contains 0.39 acres and is currently undergoing remediation activities to remove existing underground storage tanks. Gardnerville received a Brownfields Grant from the State of Nevada to remove two oil tanks, a 500 gallon used oil tank and a 1,050 gallon heating oil tank, both of which contained holes and were leaking. The State Petroleum Fund is currently paying for the onsite remediation of these specific spills. Gardnerville has also received Community Development Block Grant (CDBG) funds from the State of Nevada to complete remediation activities for the three fuel tanks and to carry out design plans for the redevelopment of the property as a public facility.

The redevelopment plan includes renovation of the existing gas station building into a visitor information center and conference room for the Town and the public, with an option of being an office for Main Street Gardnerville in the future. The redevelopment plan also includes installation of new curbs, gutters, and sidewalks and new parking surfaces for staff and visitor parking. The property will also include a bus stop for Douglas Area Rural Transit, an electric vehicle charging station, streetscape fixtures, and a monument sign. This site has been through a round of public meetings to assist in the Town's determination on what to do with the site. The existing restrooms and small entry area and large bays can be utilized for the proposed visitor information center and conference room.

## **III. Scope of Services**

The selected firm will be required to carry out the following tasks:

1. Prepare floor plans and elevations to show how the former gas station building can be renovated as a visitor information center and a conference room or an office for



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Main Street Gardnerville. At least one or two meetings will be required with the Main Street Program Manager and the Town Manager.

2. Prepare a site improvement plan based on the approved redevelopment plan for the former Eagle Gas Station. The site plan will need to show improvements which bring the property up to current Douglas County property development standards (e.g., landscaping and parking standards).
3. Prepare cost estimates for the proposed building renovations, including the roof, public restrooms, and the canopy.
4. Prepare cost estimates for site improvements, including surface demolition activities.
5. Present the draft design plans and cost estimates at a public workshop for residents and businesses in May 2015 at the site.
6. Present the draft design plans and cost estimates to the Gardnerville Town Board in June 2015
7. Finalize design plans and cost estimates following Town Board Public Hearing.

#### **IV. Deliverables**

The Gardnerville Station deliverables will need to include the following items:

1. Elevations (N, S, W, E) of building and canopy showing existing conditions and proposed renovations, including details for major components (doors, windows, and bay doors). Two Sets of Elevations at 24" X 36 " along with electronic files (pdf).
2. Floor plan for building to show existing conditions and proposed layout of office and visitor center/meeting room. Two sets of floor plans at 24" x 36" along with electronic files.
3. Site plan to show existing conditions and proposed improvements to include landscape plan, new sidewalks, DART Bus Stop, EV Charging Station, bicycle rack, monument sign, one curb cut for US 395 and one curb cut for Mission Street, and BMP's. Two sets of site plans at 24" x 36" along with electronic files.
4. Cost estimates for site plan improvements and building renovations.
5. Five bound copies and one PDF copy of elevations, floor plan, site plan, and cost estimates (reduced to 8 ½' by 11").

#### **V. Issues to Consider**

The selected firm will need to consider the following issues:

1. Historic Preservation – The former gas station was constructed in 1961 and the exterior and interior renovation plans need to be carried out so as to preserve the character of the building. Consultation with the State of Nevada Historic



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Preservation Office (SHPO) will be required for the building and the canopy. The original canopy appears to be inside the existing canopy structure and will need to be restored.

2. Main Street Gardnerville Office/Visitor Center – The existing Main Street Gardnerville program operates out of the Gardnerville Town Office and is constrained by lack of space for meetings and storage. Depending on future funding, the Main Street office may relocate to Gardnerville Station. There are several examples of former gas stations that have been converted to visitor centers and/or offices for Main Street programs. There is interest in including historic displays within the visitor center/conference room (e.g., East Fork Gallery).
3. Roof – The renovation plans will need to address the existing parapet on the roof, which is not part of the original building. The ranch style design will need to be restored. In addition, the design needs to consider placement of solar panels on the roof to provide energy for the building and the EV Charging station.
4. Public Restrooms - There are two restrooms in the building, with one restroom containing original fixtures and finishes. The restroom entrances are on the outside of the building. The renovation plan will need to include making both restrooms compliant with the Americans with Disability Act (ADA). Another option would be to create one ADA unisex restroom. Since the building will include an office and visitor center, the selected firm will need to determine if one or both restrooms should have internal access.
5. The site layout and design needs to include the following based on a public workshop held at the site in September 2013:
  - a. Electric Vehicle Charging Station – The redevelopment of the former gas station must include the installation of a dual port electric vehicle charging station. The site plan needs to include a location for the EV Charging station. The preliminary design showed the location on the northern end of the property, near the restrooms.
  - b. DART Bus Stop and Bicycle Rack – The site plan will need to include a bus stop for Douglas Area Rural Transit (DART) as well as a location for a bicycle rack.
  - c. Highway 395 “S Curve” Safety Improvements for Pedestrians and Vehicles – The Town of Gardnerville is preparing a boundary line adjustment (BLA) to acquire private property from the adjacent property to the north. This BLA will allow the Town to design a wider radius at the Highway 395 “S Curve” to make this location safer for vehicles and pedestrians. The Town applied for funding from the Nevada Department of Transportation in 2014 for this project but was not successful. The Town may reapply for funding in 2015 or 2016.
  - d. Parking Stalls and Screening for Adjacent Residential Parcels – The preliminary site plans did not include the existing canopy and showed 17



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- parking spaces for staff and visitors. Since the canopy will now be retained, the amount of parking spaces will likely be less than 17 spaces and will need to be designed to reduce conflicts with the DART bus stop.
- e. Utilities for Building – Utilities for the property are provided by the Minden Gardnerville Sanitation District, the Gardnerville Water Company, and Nevada Energy. If solar panels are placed on the roof of the building to service the energy needs of the building and the EV charging station, will there need to be storage batteries inside the building to provide continuous power from the photovoltaic panels?
  - f. Stormwater Management. The property is located in the AE special flood hazard zone. The Town of Gardnerville has developed a stormwater management plan to decrease flood hazards along Highway 395. The site improvements need to recognize that the Town would like to install a storm detention basin on the property, depending on future funding. At a minimum, the site plan needs to include best management practices to reduce stormwater runoff, by increasing the pervious cover, designing infiltration trenches, and other methods.
  - g. Monument Sign – The site plan must include the placement of a monument sign located at the corner of Highway 395 and Mission Street. The monument sign would be a community identification sign under the Douglas County Development Code and would need to conform to existing sign regulations.

## **VI. Budget**

Up to \$50,000 is available in CDBG funds to prepare the site plan, building floor plans, itemized cost estimates and to carry out two public presentations (one public workshop and one public hearing).

The Town of Gardnerville will provide CAD files containing the preliminary site improvement plan (2013), preliminary cost estimates, as well as a recent property survey. In addition, the Town will provide copies of the CDBG Environmental Assessment and the Asbestos and Lead Assessment Survey (2014). The Town will be responsible for advertising the public workshop and summarizing comments at the workshop. The Town will also post the draft design plans on the Town web page for public comments.

The selected firm will have access to the building during the term of the contract in order to inspect the building and prepare renovation plans.



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## **VII. Qualifications**

The firm or project team should provide evidence of experience in one or more of the following areas:

1. Adaptive Reuse Projects
2. Historic Preservation
3. Design and/or construction of public facilities, with experience designing visitor centers preferred.
4. Site Development and Stormwater Management

## **VIII. Submittal Requirements**

Statements of Qualification should not exceed 20 pages and must include the following items:

1. Cover Letter summarizing why the firm or project team is submitting a statement of qualification.
2. Name of Firm or Lead Firm for Project and name and resume of Project Manager.
3. Experience of Firm or Project Team in Constructing or Renovating Public Facilities, including Visitor Centers. If a project team is proposed, provide names of other firms and project manager for each firm.
4. Provide client contact information for at least three projects completed during the last five years.
5. Form of organization (whether firm is a partnership, corporation, or sole proprietorship, where it is organized, and the names of principals, officers, and directors of the firm).

## **IX. Submission Deadline and Schedule**

Submit one electronic copy (PDF) of the statement of qualifications by email no later than 5:00 p.m. on Friday, February 13, 2015 to:

Candace H. Stowell, AICP  
1151 S. Nevada Street  
Carson City, NV 89703  
Email: [chstowell@icloud.com](mailto:chstowell@icloud.com)  
Phone: 775-882-0414



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The schedule for the project is as follows:

1. January 30, 2015 at 10:00 a.m.- Site Tour at 1395 Highway 395N, Gardnerville. Attendance is not mandatory but is strongly encouraged and will allow firms to view the site and the building and to ask questions about the project.
2. February 13, 2015 – Deadline for Submittal of Statements of Qualification.
3. February 27, 2015 - Selection and Notification to Consultant.
4. March 20, 2015- Finalize Contract with Town of Gardnerville.
5. March-May 2015 – Preparation of Site Improvement and Building Renovation Plans and Cost Estimates.
6. May 23, 2015 (tentative) - Public Workshop at Gardnerville Station
7. June 2, 2015 - Presentation to Gardnerville Town Board.
8. June 30, 2015 – Submittal of final design plans and cost estimates.

**X. Contact**

For questions, please contact Candace H. Stowell, AICP, Consultant for the Town of Gardnerville, at [chstowell@icloud.com](mailto:chstowell@icloud.com) or at 775-882-0414.

Attachment: Floor Plan

**Existing Floor Plan**

